



## Change Request for Default Accounting Codes

### Form To be Completed by the Business Manager:

Business Manager Name:	Contact Number:
Date of Request:	Effective Date: Pay group:

### Government Unit Code Defaults

*Govt Unit	Dept ID	Fund	Program

\*Complete only if you want to change the current fund, if this is a request for a new GU payroll will assign new unit number.

### Fund Splits Defaults

Govt Unit	Fund	Percentage

\*Use additional page(s) if necessary.

### Email Completed Form to:

[vision-payroll@state.vt.us](mailto:vision-payroll@state.vt.us)

### \*\*\*\*\* NOTICE \*\*\*\*\*

This form should be submitted via Email before the close of each payperiod if you wish to make changes to the default codes established within the Payroll system for the current payperiod.

### Internal Payroll Use Only

Date Change Posted:	Pay Date Effective:
---------------------	---------------------